Separate an Officer

To separate an employee from your agency, login to the **Portal**, click on the "Personnel" tab, and then click on "Request an Update"
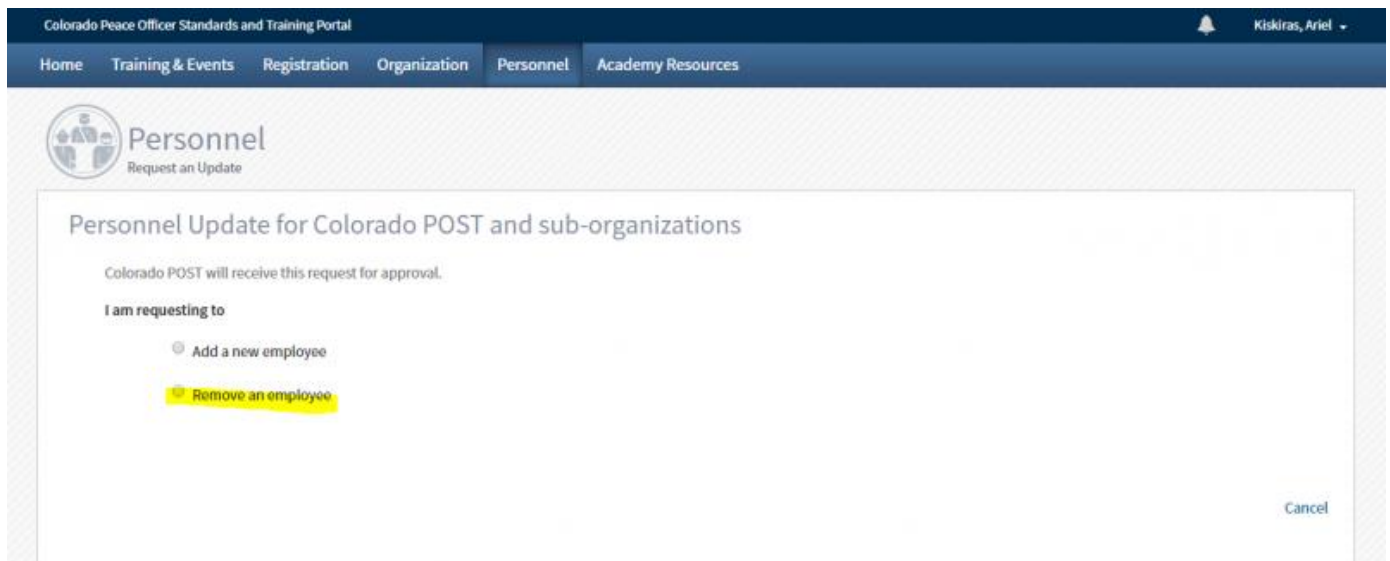
Select "Remove an Employee"

- Choose the employee you wish to separate from list of employees in your agency from the drop-down menu next to the "Employee" block
- Enter the date of separation from your agency. Be sure to enter the correct date (it defaults to today's date)
- Enter the Employment Status and any comments you may choose, exp. "Went to work for ___ PD, retired, etc." The term "Separated" is sufficient unless you would like to designate that the employee was terminated.
- Hit the "Submit Request" button

POST will receive, review and approve updates. No Form 6 is required for any separation.